Description:

Portable Document Format (PDF) is the standard digital file format that faithfully captures and preserves the look of the original document, complete with fonts, colors, images and formatting.

PDF's compact file size makes it ideal for electronic delivery. Its universal document exchange format, which is readable across hardware and software platforms, makes it ideal for distribution in print, through e-mail, on network servers, or posted on Web sites. If you're reading this document on your computer, you know that anyone with the free Acrobat Reader can view and print this same PDF file from any computer with the same formatting.

Functions:

Acrobat Reader lets you view, navigate, and print PDF files; Adobe Acrobat 4.0 is complete software that allows sharing, reviewing, editing, and distributing of information. Here are some of the capabilities Acrobat offers:

- Allows user to copy text from a PDF file and paste it to a file in another format (Word, WordPerfect.

- Creates PDF files by drag and drop.

- Converts Microsoft Office, WordPerfect, and Lotus files to PDF files by using Acrobat 4.0.

- Converts scanned paper documents, picture files and web pages to PDF.

- Includes handy functions such as text annotations, signature stamps, a pencil tool, underlining, and highlights, for paperless PDF mark-ups.

Create and Save PDF Files:

Drag and drop method

1. **Drag** any of the following files and **drop** into the Adobe Acrobat 4.0 Icon or window:
   a. PDF files
   b. Microsoft Office (Word, Excel, PowerPoint), FrameMaker and WordPerfect files
   c. Image files (tif, gif, png, jpeg, bmp, pcx, rle)
   d. URLs, HTML and Ascii Text files

2. Wait until Acrobat creates and displays the PDF file.

3. **Click** <u>Save As</u> to save as a new PDF file.

Convert in Microsoft Office method

1. **Open** the document to be converted.
2. **Click** on the <u>Adobe Acrobat Icon</u> in the toolbar on the upper right hand corner. (See picture below)
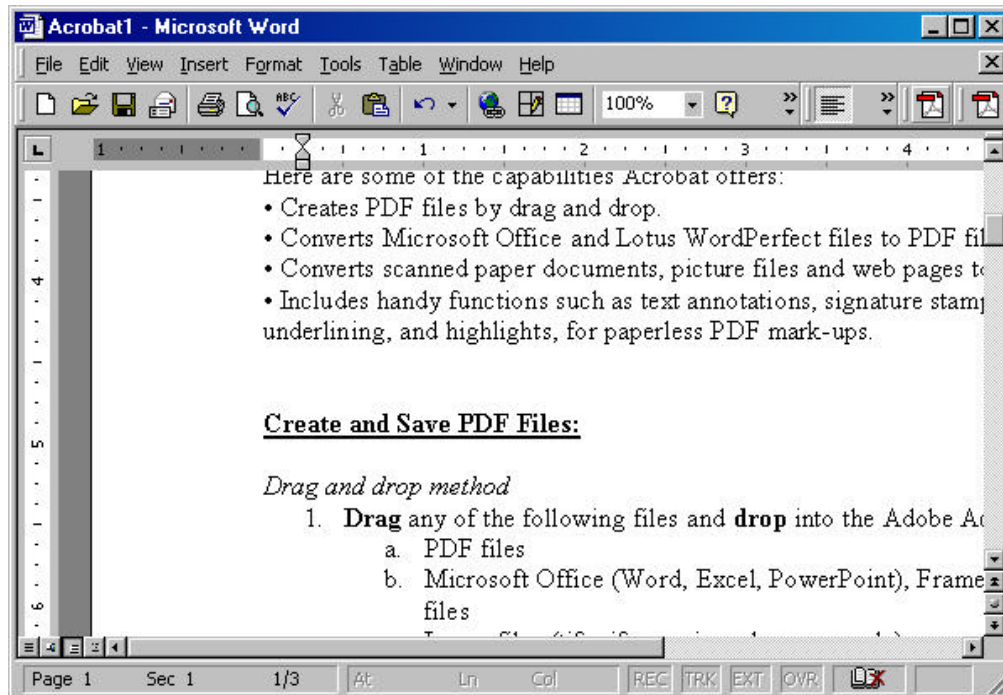
3. A new window will pop-up. **Click** on the "General Tab" (see picture below).
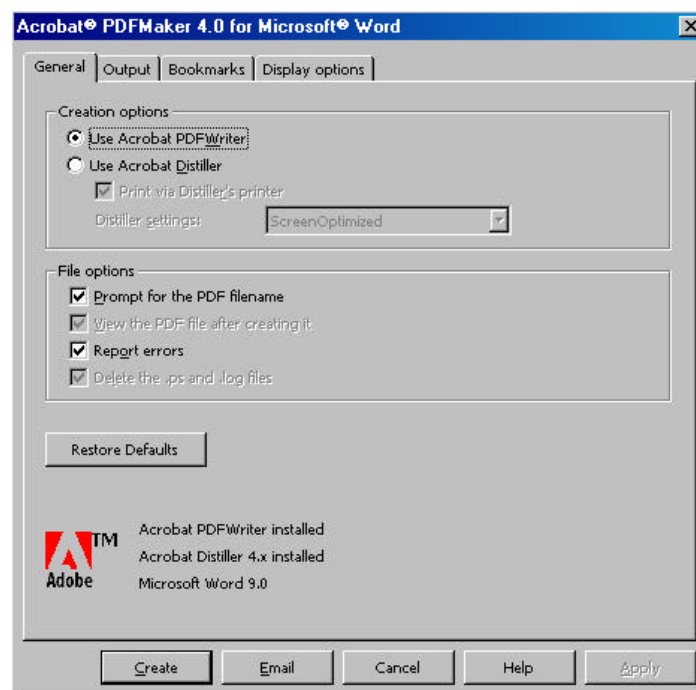
4. **Choose** either <u>Acrobat PDFWriter</u> or <u>Acrobat Distiller</u> as the "Creation Option." Acrobat PDFWriter is recommended for faster and non-hyperlink conversion. Acrobat Distiller is usually used to create a hyperlinked documents, i.e., if you are going to post it to the web.
5. If you want the new file saved to the same folder as the original input file and with the same file name (.pdf), **click** on the <u>Create</u> button. Acrobat will automatically save the new pdf file in the same folder and with the same file name as the original file.
OR
6. If you want to save the new file in a different folder or with a different name:
   a. Under the "File Option", **check** the <u>prompt for the PDF filename</u> box and then **click** on the <u>Create</u> button.
   b. When the <u>Save PDF File As</u> window pops up, enter the new folder/file name and **click** on the <u>Save</u> button.

Edit PDF Files:

<u>!! Go into Adobe Acrobat 4.0 program to make modification!!</u>

Change the text in the document
1. Click on left tool bar "TouchUp Text Tool" icon.
2. Move the cursor to the text, click and drag to highlight the undesired part
   a. **Press** delete.
   b. **Type** in the desired text.
   c. **Right click**, **scroll** to the "attribute.." to change the font property.
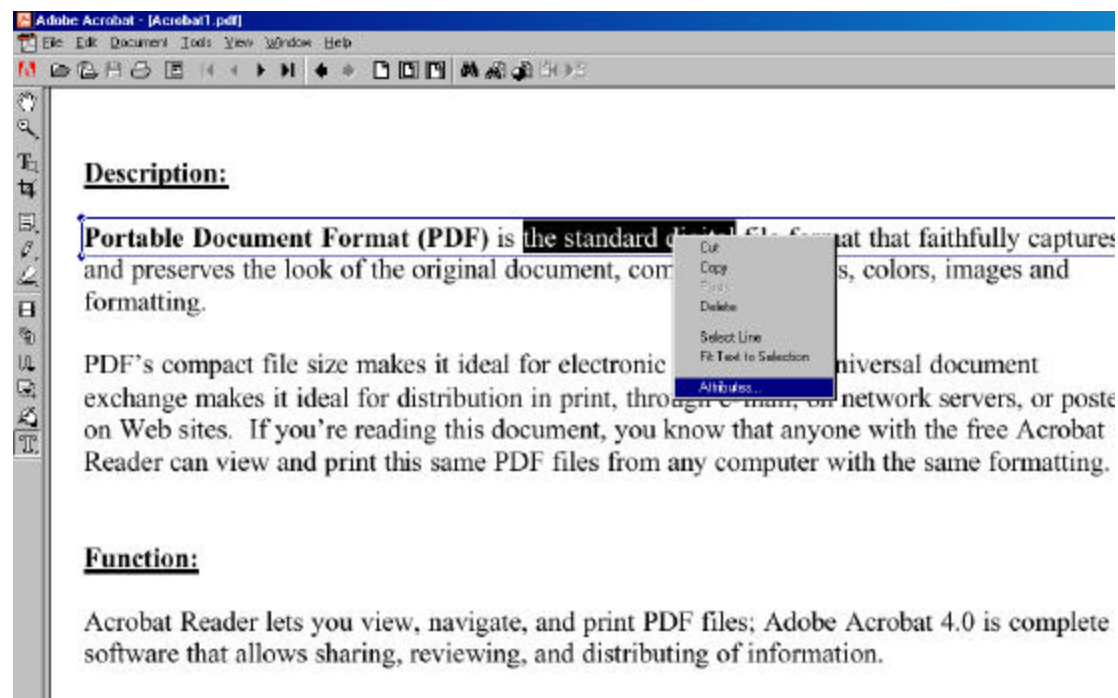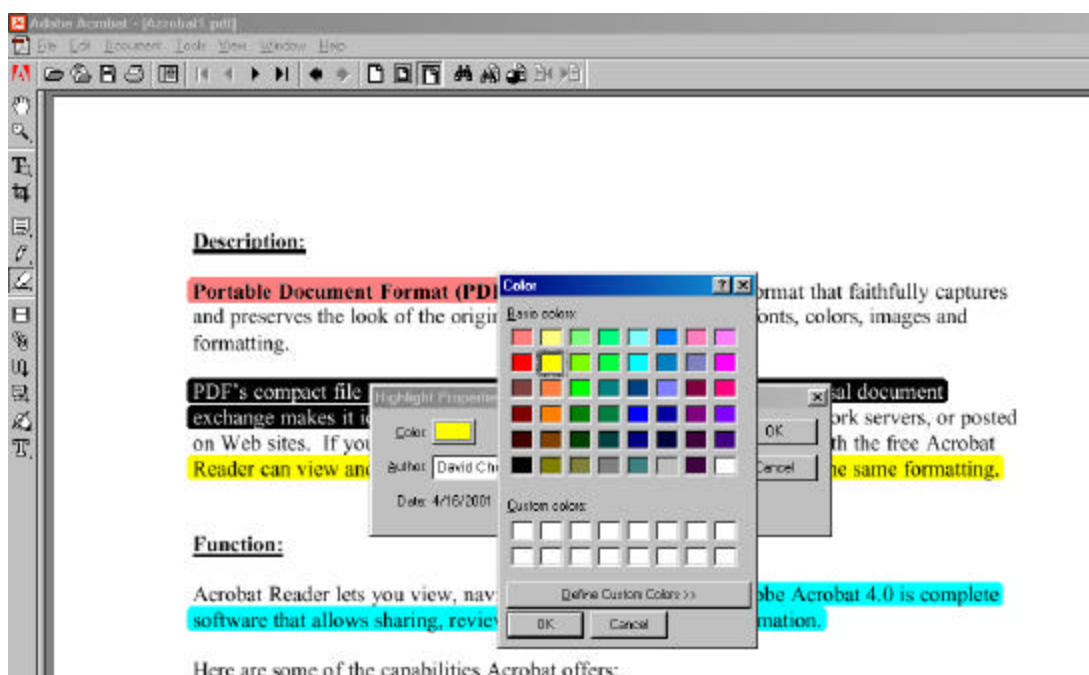
Highlight text:

1. **Click** <u>Highlight Text Tool</u>, [icon], in Acrobat.

2. **Move** the cursor to the text, **click and drag** to highlight the desired area.

4. **Place** the cursor on the highlighted text, **right click** the mouse and select <u>properties</u>. (see below)
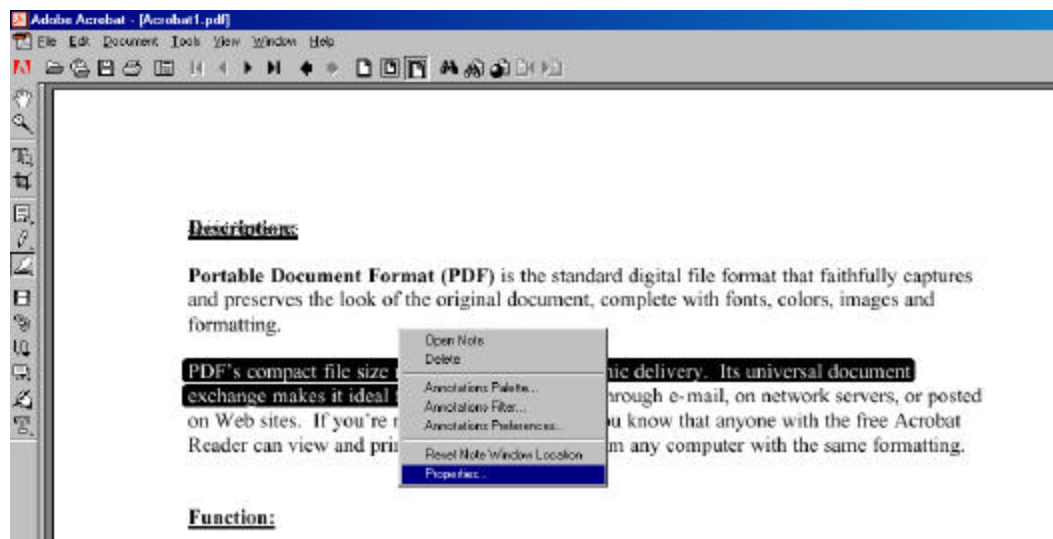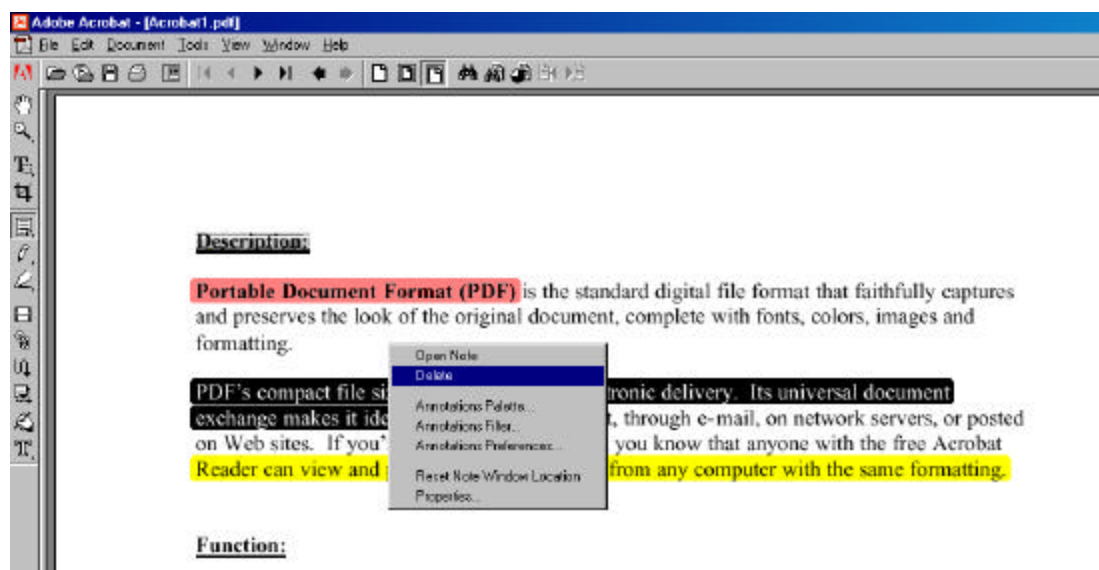

5. A window will pop-up. **Click** on the <u>color button</u> to change the highlighted color. The default color is yellow. The author name can also be changed. (See below)
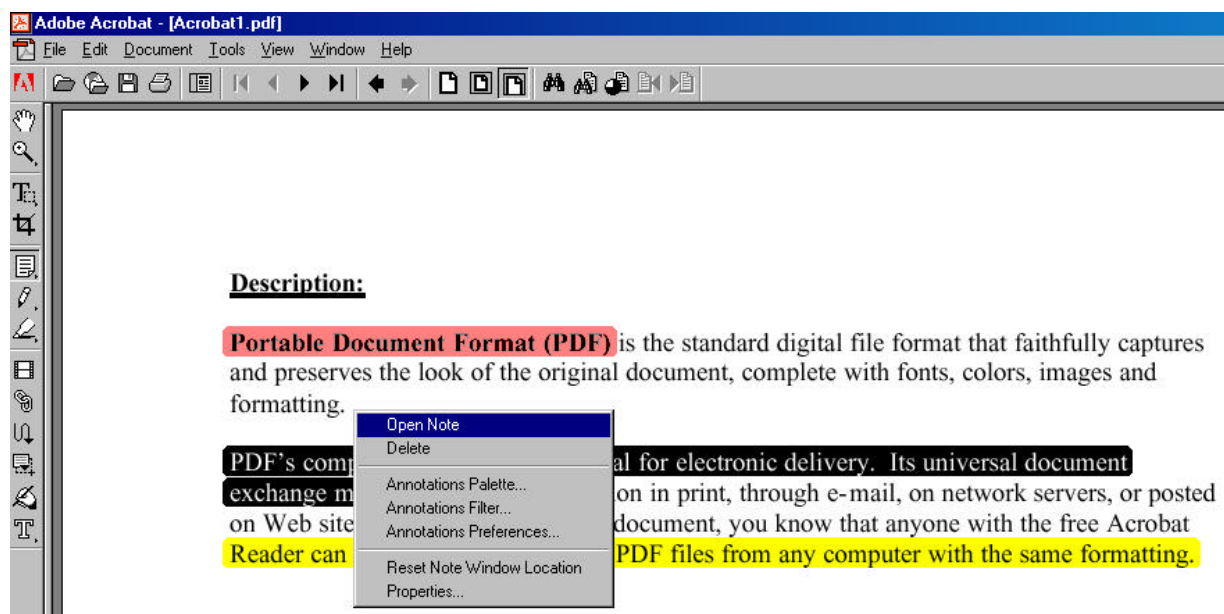
Unselect or Un-Highlight text:

1. **Move** cursor to the highlighted area and **right click** the mouse. Then **choose** <u>Delete</u>.

Associate a Note with Highlighted Area:

1. **Move** cursor to the highlighted area and **right click** the mouse. Then **choose** <u>Open Note</u>.

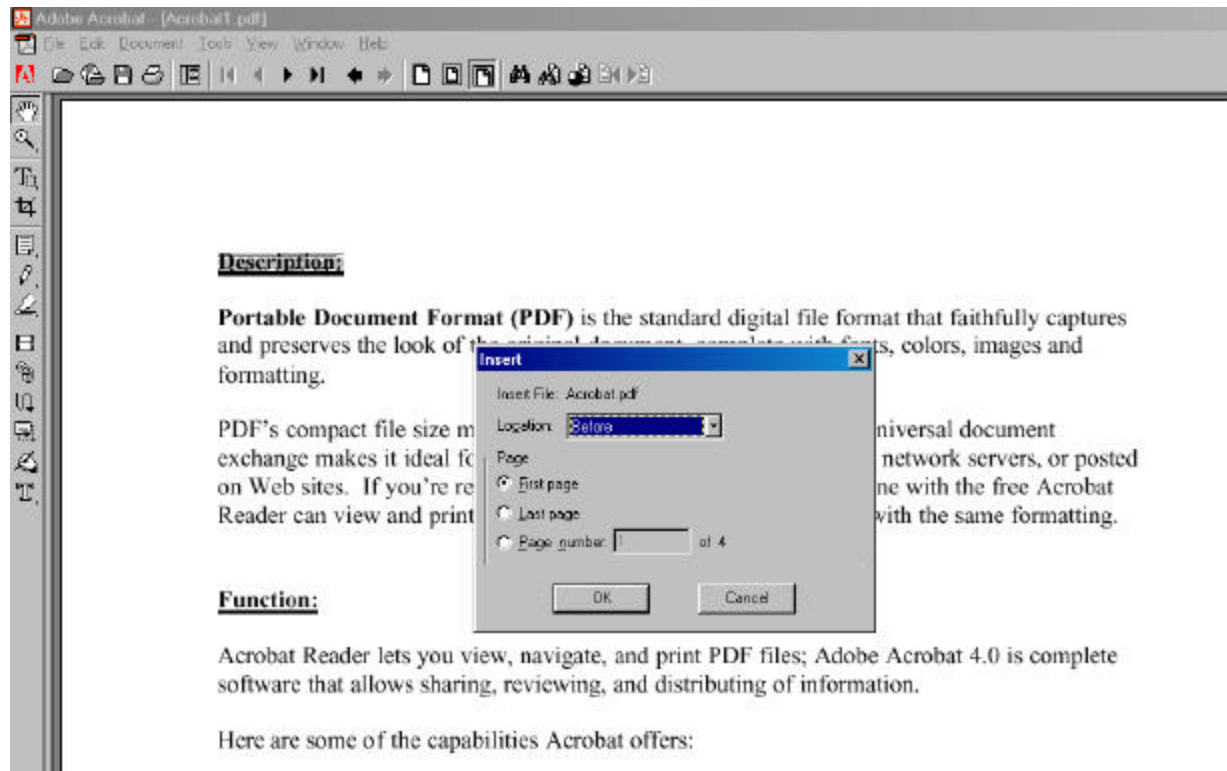## Insert a Page:

!! Only .pdf files can be inserted !!

1. Go to <u>Document</u> on top of the tool bar, **scroll down** and **select** <u>Insert Pages…</u> (See below)
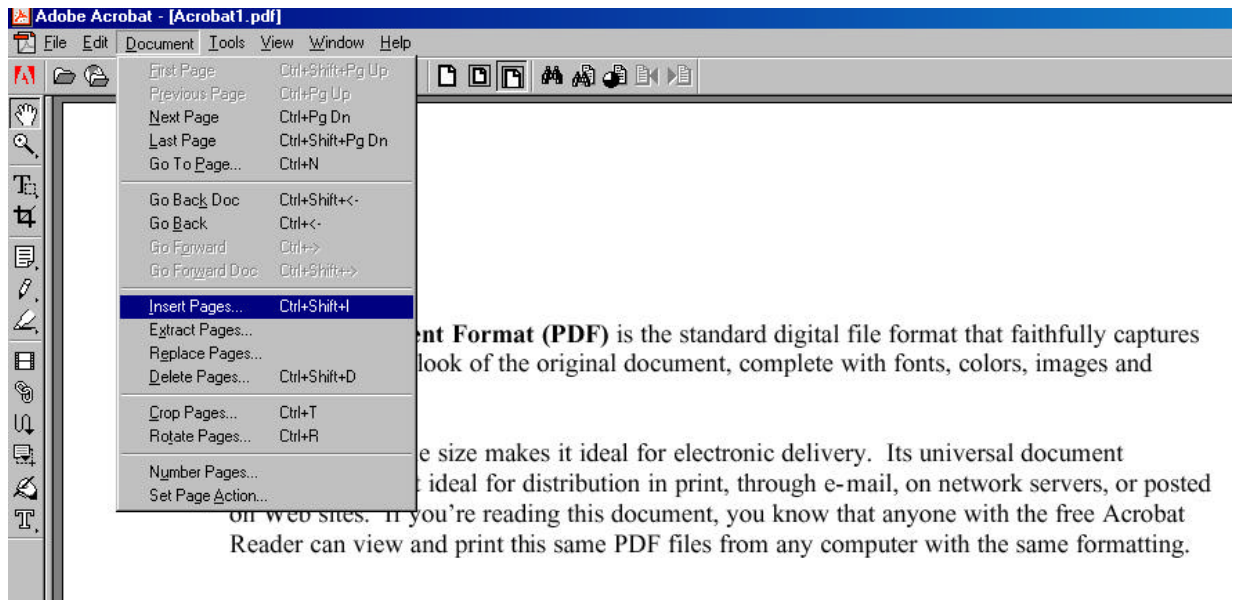
2. A new window will pop up. **Select** the .pdf file to be inserted, then **press** <u>Open</u>.
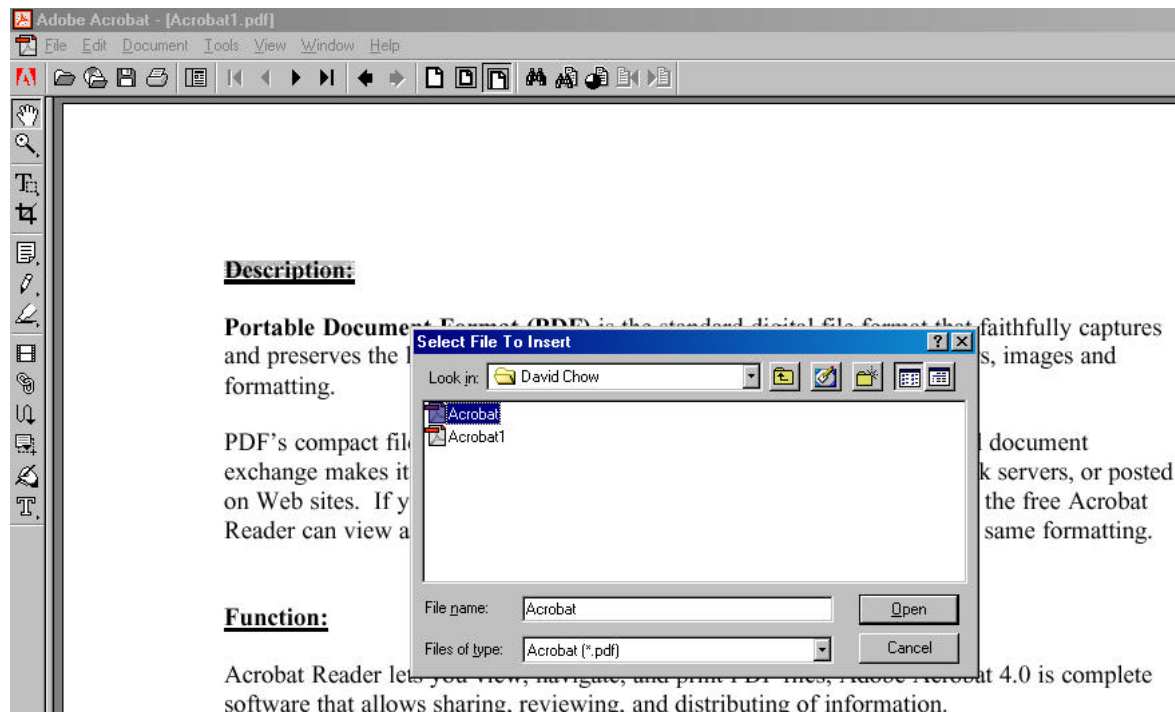
3. Another window will pop-up. **Choose** a desired position for the selected .pdf file to be inserted. The **press** <u>OK</u>.

<u>Add text in a PDF form off-line</u>:

1. Open the form you want to add text in.

2. **Move** cursor over the <u>Notes Tool</u> and hold down the left button on the mouse to see additional options.

3. **Click** on <u>Text Annotation Tool</u>.

4. **Position** the cursor on the form where you want to add text and type (slowly).

5. **Repeat** in each location on the form to which you want to add text.

6. **Click** on File, Save As, and enter the name for your completed form.

Left Toolbar Icon		**Function**
	Hand Tool	Scroll/Click to insert/Click to link
	Zoom In Tool	Zoom In or Out
	Text select tool	Highlight the text (for copy and paste)
	Crop Tool	Box the selected area (Cut out the unselected area)
	Notes Tool	Write a note on selected spot
	Pencil Tool	Draw lines or strikethrough words for proofread
	Highlight Text Tool	Act as a highlighter
	Movie Tool	Insert video clip
	Link Tool	Link to specific part of the text or hyperlink to a web page
	Article Tool	Superimpose the selected area
	Form Tool	Create forms or input boxes
	Digital Signature Tool	Insert electronic signature
	TouchUp Text Tool	Edit/Insert text and change font property